

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: March 30, 2015
CC: All Departments

Carter



**The April Wellness Materials have all been posted to the web. Please tell your employees!
Please review the surplus list for items of use to you and advise Alison by CoB 04/03!**

Business Session: The following supplements or substitutes for memos in your packet: N/A

Workshop: N/A

Weekly Activities: I attended the kick-off of the Town Engineer Screening Committee. The Road Program Informational Meeting was set for 04/20 (Patriot's Day in Massachusetts) at 6 p.m. in the hope we can get many of our second home owners to attend. We have advertised the anticipated Police Officer vacancy. I inquired of Gilford as to any tracking they did on the raises granted under their pay system. I am advised that there was an average merit wage increase in 2013 of 3.2% and an average merit increase of 2.7% in 2014. The balance of the week has been concentrated on getting a variety of notices out on positions and projects and the like so that the hand-off on April 1st is relatively burden free for the staff.

Finance & Personnel: With the Budget being approved at Town Meeting, I am able to enter it into the new NH DRA Municipal Services Tax Rate Setting Software. The MS 232 has been submitted to the Board for their signatures (April 2nd meeting). I have also updated the current Wage, Salary, and Benefit Survey on the New Hampshire Municipal Association's website. This is a biennial publication and is a valuable tool for the members of NHMA. I have received the yearly schedules of exposures and have forwarded the list to all departments for their review to either add or remove items. This list is to update Primex with any changes to the Town's owned property, vehicles, mobile equipment, and boating equipment etc. This needs to be back to Primex by April 27th. The Town has received the most recent Member Group's share of HealthTrust's surplus return for medical and/or dental coverage. The employee's share will be returned to them in this week's paycheck.

Assessor: Nothing to report this week.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: On Monday, the crew checked and sanded icy gravel roads, took truck #9 to HP Fairfield's for a rear wing slide repair, plowed off the snowmobile trail on Harvard Camp Road for drainage. The crew also plowed snow drifts on exposed westerly roads, and mixed salt with liquid deicer. HEO Nave and FW Daigneau went to Plaistow to review and select a storage container for

Highway equipment. Agent Kinmond completed and signed the 2014 DES WMF Facility Report, and the Service Contract with Emery & Garrett Groundwater for the Highway garage water study. On Tuesday, the crew worked on two ice issues on Ossipee Mountain Road (frozen culvert and frozen ditch line). The crew also spot sanded, mixed salt with liquid deicer, did water turn outs on gravel roads (east side), and did some equipment maintenance. Agent Kinmond attended the Engineer Screening Committee meeting, and met with a payloaders salesman regarding loader specifications and trade-in viewing. On Wednesday, the crew spot graded pot holes on gravel roads, did ice removal and water turnouts. The crew installed a new shelter cover on the cold patch bin, mixed salt with liquid deicer (treated salt shed filled for the season), state inspections, and assisted the school district with crushed stone at MCS for a muddy walkway. Agent Kinmond attended the Suicide Prevention and Mental Health Coalition meeting at the Library. On Thursday, the crew did spot grading of pot holes on gravel roads and made drainage turnouts. The crew also picked up the repaired chipper at Nortrax and the truck #9 at HP Fairfield. The crew repaired truck #6's rear wing hitch, and pulled the sander out of truck #5. Agent Kinmond held a Highway division meeting, reviewing job assignments, the chain of command structure, and new work groups for staff to gain more involvement in the planning and development process. Agent Kinmond attended the NHACOP Cadet Academy Committee Meeting in New London and also the Selectmen's meeting. On Friday, the crew graded gravel roads with pot-holes off of the Neck Road, and raked several gravel roads to assist with the drying process. The crew also sanded an icy area on Evans Road, finished brake replacement on truck #20 (bucket truck), and changed the wing blade cutting edge on truck #7. Agent Kinmond collaborated with Chief Bengtson regarding 2015 Equipment bidding and hope to finalize for the Selectmen's review on April 9th.

Facilities & Grounds: The grounds crew started the season switch over from winter and rink operations to spring/summer operations, i.e. equipment storage, etc. The Facility and Highway crews continued to work on reorganizing the mezzanine storage area and old tool room at the Highway Garage. The crew disassembled shelving and then installed and painted new shelving in the tool room. F&G crew assisted with collecting surplus items from departments and placed them in storage.

Waste Management: Supervisor Greenwood reported that they shipped a load of cardboard and mixed paper this week. On Friday morning Agent Kinmond held a WMF Division meeting to review the 2015 year ahead, and staffing assignments. The Office Assistant worked with Supervisor Greenwood on the implementation of a new cash register program to assist with finance and slip maintenance.

The Week Ahead: Gravel road maintenance and general maintenance.

Moultonborough Police Department: Nothing to report this week.

Moultonborough Fire Department: Year to date there has been 164 calls for emergency service. For the period of 3/20/2015 to 03/26/2015 there were 11 calls for service: There were (7) False Alarms, (1) Medical Emergency, (1) Biological Hazard incident, (1) Lift Assist, and (1) Authorized Controlled Burning call.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:26 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:00 minutes

Overall Average Day Time Manpower per incident: 6 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 19:00 minutes

Overall Average Night/Weekend Manpower per incident: 3 Firefighters/Incident

Operations: During the week of 3/20/15 to 3/26/15 there were 4 brush burning notifications and 3 requests for information. A three-hour training session was conducted on offensive engine company operations, which was held at Lee's Mills on 3/23/15 and crews were tasked with deploying 2 hose line (1 attack and 1 back-up line) within 3 minutes of arriving on scene. The second engine was tasked in establishing a water supply and supplying the attack engine. This drill is intended to prepare personnel for initial emergency scene operations as defined by NFPA 1410. The Carroll County Forest Fire Wardens dinner was held at Central Station on 3/25/15, with 35 wardens and deputy wardens attending. The new ranger for the district, Stephen Kessler, reviewed fire laws and regulations. Ranger John Dodge, gave a report on the status of the Division of Forest & Lands, Fire Protection Bureau and the rehabilitation of the fire towers.

Development Services: The office continues the plan to implement the purchase and placement of modern records shelving, folders and files in the records room out back. Eight additional shelving components were ordered this week at a discounted price in line with the budget. The building of distinct map/lot folders will continue as soon as the shelving arrives and is constructed. The 500 or so Village Vision surveys that were returned by the Post Office have unused postage. The office checked with the Post Office to see if that postage could be redeemed for its monetary value. Their answer was in the affirmative, so staff opened the returned and determined that there was approximately \$184 worth of postage that will be returned to the USPS for a refund that will go into the General Fund.

Town Planner: Our eight transportation projects submitted to LRPC join the other eight submitted by other Towns in our region which will be rated and ranked next Wednesday, April 1st at the LRPC TAC meeting. I will attend this meeting and participate in the process. At their March 25th meeting, the Planning Board officially created a Master Plan Steering Committee comprised of one member each from the Planning Board, Board of Selectmen, Conservation Commission, Heritage Commission, and Master Plan Implementation Committee. I am preparing a very simple charge for the committee and hope to start bi-weekly meetings in April that will last through the end of June. There will be a vigorous public outreach for these meetings, so that the committee can solicit public input and serve as a sounding board for as many citizens as can be reached on each section of the master plan chapter development. I participated in the initial meeting of the Town Engineer Screening Committee and to that end, provided salient materials on the Qualifications Based Selection process for the members. The Planning Board held their organizational meeting, electing Scott Bartlett Chair, and reselecting Rich Kumpf as Vice-Chair.

Code Enforcement: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: Last week, Dan completed the Primex Supervisor Academy. He said it was certainly a worthwhile training opportunity. This Wednesday, April 1, Donna K. and Dan will be attending the Primex training on how to manage seasonal staff and staff training. On Saturday, April 4, MRD will hold a softball clinic for grades 1-3 from 9 - 10:30 a.m. at Moultonborough Academy. On Saturday, April 11, MRD is offering a Safe Sitter Training class to boys and girls, ages 11-15. The class will run from 9 a.m. until 4 p.m. at the Recreation Department. On April 29, we will visit the J.F.K. Library and Museum, as well as the New England Aquarium. And, the following week, we will take a trip to Fenway Park for a VIP tour of the Park and enjoy the game against the Tampa Bay Rays in the

evening. There are seats available for both of the upcoming adult trips. MRD has begun the review process of seasonal staff applications. Interviews will be scheduled during the month of April.

Important Dates to Remember

Selectmen's Meeting, April 2, 2015, 7 PM
Selectmen's Meeting, April 9, 2015, 7 PM
Selectmen's Meeting, April 16, 2015, 7 PM
Selectmen's Meeting, April 23, 2015, 7 PM
Selectmen's Work Session, April 30, 2015, 4 PM